

# Misc Articles

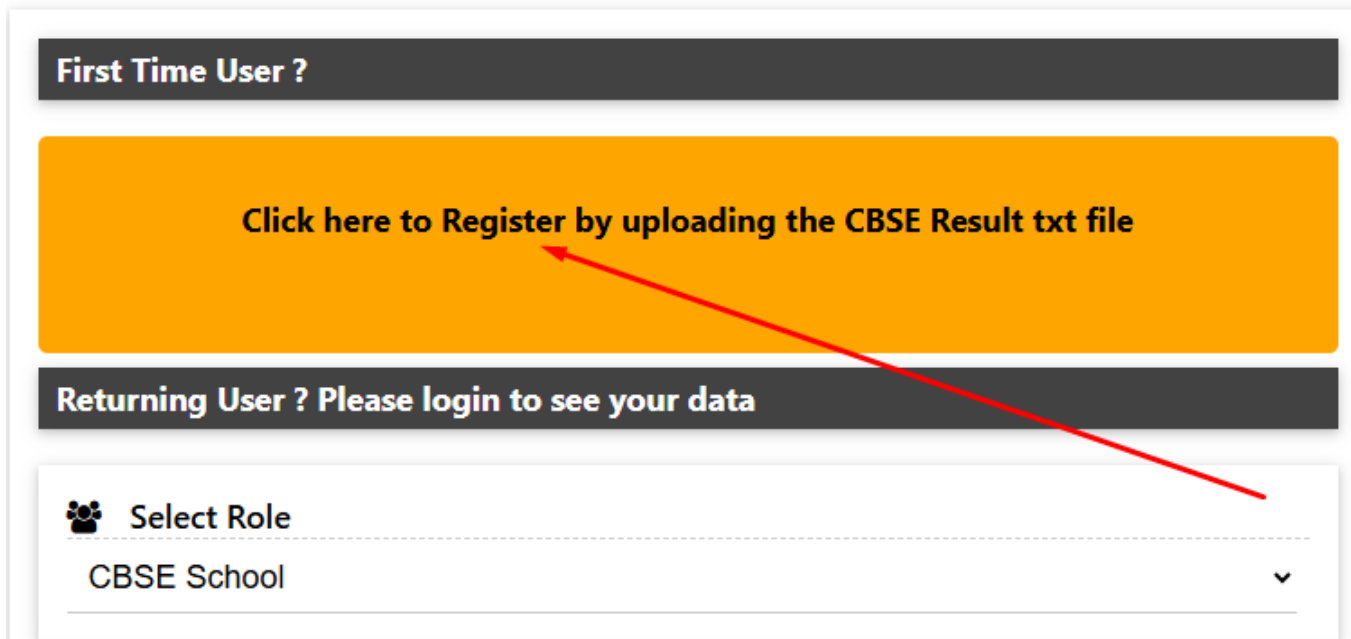
## User Guide for CBSE Analyser

### Getting Started

A new copy of the portal is launched every session without any data in it. So you are a new user in each session even if you have used it in previous session. To begin with, you must register with cbse result file of class X or XII.

### Registering

Simply open <https://cbse.medialab.in> and click the Orange button



You will need the txt file received from CBSE. No changes should be made in the file. **In case you have already registered before and want to upload the data again for the same or other class, please scroll down in this article.**

In the email field, please enter any email address that you can access. The password will be sent by email only.

On uploading the file, the system will process the data instantly. Your school's CBSE Code and name will be derived from the uploaded file. The class (X or XII) will also be detected automatically.

Please check you email (Also check spam folder if required) for the password.

For logging-in, please use the CBSE Code of your school as login ID and the password received on mail.

### Re-Uploading File / Uploading file for other Class

In case you have already registered earlier and want to upload file for other class OR want to re-upload data for the same class, please follow these steps

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1. Login in the portal
2. Click on **Step 1 - Upload CBSE Result File**
3. Click on **Reset Uploaded Data** for the class for which you want to upload/re-upload the result file.
4. In the next page, upload the cbse raw txt file.

## Managing Data of Double Shift School

**In case your school is a double shift school, you need to mark the students as belonging to Shift II.**

1. Click on Dashboard > Manage Sections & Streams
2. Click on Manage Shift
3. Select the students belonging to Second Shift. (By default, all students are considered under Shift I)
4. Click on the button at bottom of that page to shift the selected students to Shift II.

## Managing Sections

1. Click on Dashboard > Manage Sections & Streams
2. Click on Manage Sections
3. Select the students belonging to a particular section.
4. Select a section for the selected students
5. Click on **Update section for selected students**

## Managing Streams (Required for Class XII)

1. Click on Dashboard > Manage Sections & Streams
2. Click on Manage Streams
3. Select the students belonging to a particular stream.
4. Select a stream for the selected students
5. Click on **Update stream for selected students**

**In case your data is messed from your end, you can always reset it and upload again.**

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